



The City Beautiful

## City of Coral Gables Job Description

|                        |                                     |                       |                         |
|------------------------|-------------------------------------|-----------------------|-------------------------|
| <b>Job Title:</b>      | Assistant Chief Procurement Officer | <b>Prepared Date:</b> | 12/2011                 |
| <b>Department:</b>     | Purchasing                          | <b>Prepared By:</b>   | Frank Giallorenzo       |
| <b>Classification:</b> | 0213                                | <b>Approved By:</b>   | Elsa I. Jaramillo-Velez |
| <b>Pay grade:</b>      | 29E                                 | <b>Approved By:</b>   | Patrick G. Salerno      |
| <b>FLSA:</b>           | Exempt                              |                       |                         |

### Summary

Assists the Chief Procurement Officer in administering everyday functions of the Procurement division. Performs various procurement, supervisory, administrative and technical duties. Assists the Chief Procurement Officer oversee the procurement of goods and services for the City of Coral Gables.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the Chief Procurement Officer in supervising division personnel and the performance of procurement duties to include purchasing, contracts, bids, requests for proposals, and inventory control procedures. Assigns and reviews work; trains and disciplines employees.

Assists in the preparation of the annual division budget.

Performs duties of all division functions as required. Acts as Chief Procurement Officer in his/her absence.

Coordinates with City departments to develop invitations for bids (IFB's), requests for proposals (RFP's), requests for information (RFI), requests for qualifications (RFQ's), and related Commission agenda items. Assists in determining proper procurement methods and recommends alternate methods when appropriate. Reviews and analyzes scope of work and vendor requirements. Develops and reviews language to ensure needs of solicitations are met. Researches products and services as needed.

Assists the division to ensure that all legal requirements, insurance requirements, and inventory controls are maintained. Trouble shoots and resolves problems.

Assists in the development/review of procurement procedures. Conducts research. Compiles and analyzes statistical data.

Prepares reports and various documents to include specifications, legal advertisements, bid packages, purchase requisitions, and purchase orders.

Operates computers, office equipment, and City vehicles.

Performs other related tasks as required.

## **Knowledge, Skills, and Abilities**

Knowledge of the procedures of the City's Procurement division; the procedures, laws, ordinances and insurance policies relating to procurement practices; the procedures, laws, ordinances and insurance policies relating to contracts, contracted services, and contract maintenance; the procedures and laws relating to RFP, RFI, and RFQ development, preparation and application; the procedures and laws relating to the processing of bids and RFP's. Knowledge of inventory maintenance requirements and procedures, OSHA requirements, and supervisory practices. Proficiency in the use of a variety of computer programs such as Excel, PowerPoint, and Word.

The ability to assist in overseeing and performing all functions of the Procurement division, develop and write RFP's, RFI's, and RFQ's, to determine procurement and inventory control needs, write bid specifications and analyze bid quotations. An ability to maintain and process contracts, write reports and correspondence using legal terminology. Good administrative, organizational, verbal and written communication skills are necessary. An ability to communicate effectively and professionally with employees at all levels, City Officials, vendors, and the general public. The ability to supervise the work of others in a manner conducive to full performance and high morale.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands and fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors within a usually quiet to moderately noisy environment. A considerable amount of time is spent working/sitting in front of a computer. Must be able to lift, carry and or push articles weighing up to 30 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **Minimum Education and Experience**

A Bachelor's Degree in Business Administration, Public Administration, or a related field. Advance degree preferred.

Three (3) years of progressively responsible procurement experience, to include two (2) years supervisory experience or an equivalent combination of education and experience.

Municipal procurement experience preferred.

Valid Florida Driver's License.